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## PAYMENT SERVICES USER MANUAL

# CREATING TEMPLATES FOR FISCAL CODING AND COST DISTRIBUTION

#### INTRODUCTION

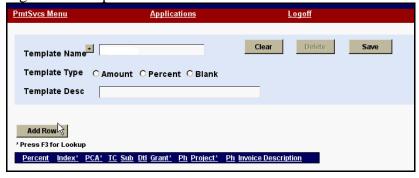
A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent, or telephone invoices.

Templates can be created, edited, or deleted on the Template Maintenance screen. The Payment Services administrator assigns users permissions for Template Maintenance.

#### TO CREATE A TEMPLATE

1. Select **Template Maintenance** from the Payment Services main menu.

Figure 1 - Template Maintenance screen



- 2. Type a name for the template in the **Template Name** field.
- 3. Select a **Template Type Amount**, **Percent**, or **Blank**.
  - **Amount** costs are distributed by pre-defined amounts. This could be used with invoices whose costs are not likely to not change
  - Percentage distributes costs among funds by percentages.
  - **Blank** can be used to apply to regularly received invoices that may have varying total amounts. No amount or percentage is applied. Once applied, the distribution grid on the **Distribute** screen can be completed as needed.

- 4. Type a description in the **Template Desc** field. (optional)
- 5. Click Add Row.
- 6. Enter the fiscal codes according to the template type. (Enter an amount or a percentage for Amount or Percent templates.)
- 7. The application will validate your data entry and can also perform look ups on any field in the distribution grid that is marked with an asterisk:
  - The application will validate the fiscal code. If it is valid, it will automatically enter any related fiscal codes.
  - To perform a "look up" or search, place the cursor in the desired field and press F3. A look up dialog box will appear and you can search for the fiscal code that you need.
- 8. To add another row, click **Add Row** or click **Dup** next to the first row. **Dup** will create a duplicate of the row, including any fiscal codes you have added.

  If you are creating a template based on amount or on percentages, change the amount in the first row and add/change whatever fiscal coding you need. Then use either **Add Row** or **Dup** and the application will fill in the remaining balance/percentage on the subsequent row. (NOTE: Up to 99 rows can be created.)
- 9. When finished, click **Save**. The template will now be available in the **Distribute** screen.

Below are three examples of template types.

Figure 2 - Percent template

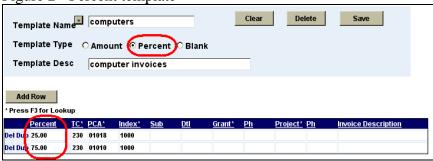
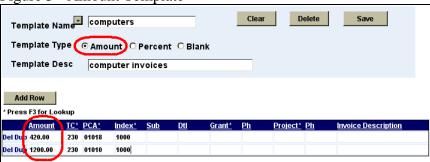
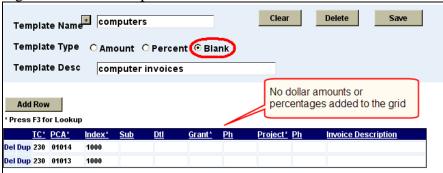


Figure 3 - Amount Template



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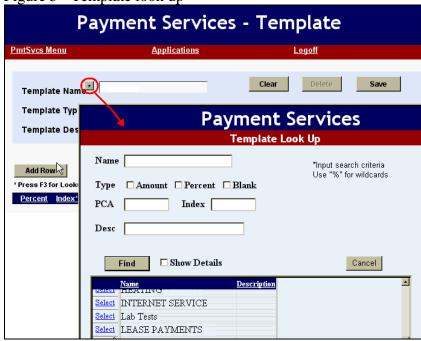
Figure 4 - Blank Template



### TO EDIT A TEMPLATE

- 1. Open Template Maintenance.
- 2. Click the asterisk next to Template name to use the Template Look Up.

Figure 5 - Template look up



- 3. Type the name and/or use the other search criteria to find the template.
- 4. When found, click **Select** next to the template to open it.
- 5. Make whatever changes needed.
- 6. Click Save.

#### TO DELETE A TEMPLATE

- 1. Open **Template Maintenance**.
- 2. Click the asterisk next to Template name to use the Template Look Up to find the template (see steps above).
- 3. Click **Delete**.

#### TO USE A TEMPLATE

A template can be created with just the fiscal coding (PCAs, Indexes, etc), but no amounts defined. When the template is applied, just the actual amounts have to be entered on the **Distribute** screen.

Similarly, a template with just predefined percentages can be created so that, when applied, the amounts are automatically calculated and populated in the distribution and the fiscal coding can be entered on the **Distribute** screen. There are several combinations that could be used for a variety of situations.

- 1. Select an invoice either from the **Status** screen or the invoice lookup on the **Distribute** screen.
- 2. In the **Template** field, type the exact name (case insensitive) of the template or click the asterisk to look up a template. (See the <u>Finding a Template</u> section below.)

Figure 7 - Template box



3. Enter the invoice amount that you want to apply the template to in the **Template Amt** field. The distribution will be applied only to the **Template Amt**. (For example, you could apply the template to only part of the amount, leaving the rest to enter fiscal coding and cost distribution manually).

Figure 8 - Template Amount



4. Click **Apply**.

5. Click **Del** next to the original (first) row in the distribution grid to delete it, because all template rows are simply added to the distribution grid. (You could delete this row before applying the template if so desired.)

Figure 9 - Original row and template rows



After applying a template, the cost distribution can be modified to suit particular circumstances. Thus you could use a template that is close to how the costs should be distributed for a particular item, and then change amounts and fiscal coding as needed.

If you want to clear your data entry and start over with the cost distribution, click **Clear All Distribution**. This will clear every row including the original first row. Click **Add Row** or **Save & Continue** to create the first row again with the original total amount.

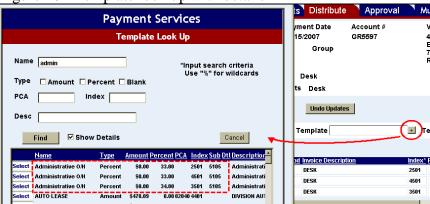
(If you click **New Invoice**, the distribution will be cleared and you will start over on the **Invoice** screen with a new, blank invoice.)

#### TO FIND A TEMPLATE USING THE LOOK UP

You can search for a templates that has been created and apply it to an invoice. This will automatically create the distribution rows and amounts based on the template and the invoice amount.

- 1. Click the asterisk next to **Template**.
- 2. In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
- 3. Select **Show Details** to see the distribution details of the template. (Optional)
- 4. Click Find.
- 5. Click **Select** and the template's distribution will be applied.

Figure 10 - Template look up with details



With **Show Details** selected, the details for one template will be displayed on multiple rows. It will appear as if there are several templates with the same name but different distribution details.

For instance, in the example above it looks as if there are three templates named "Administrative O/H", each with different percentages. But actually there is one template with distribution by three percentages and Indexes.